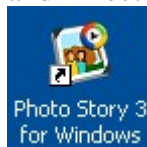
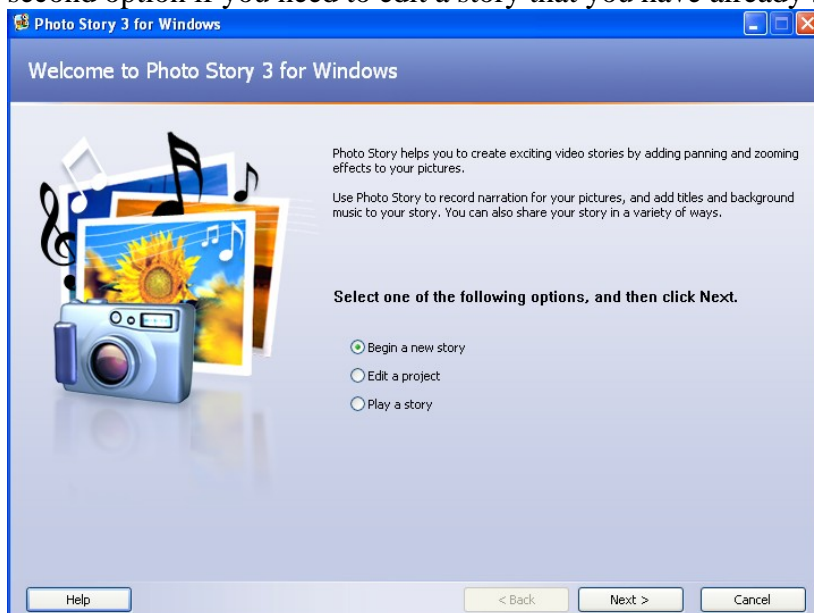


PhotoStory User Guide

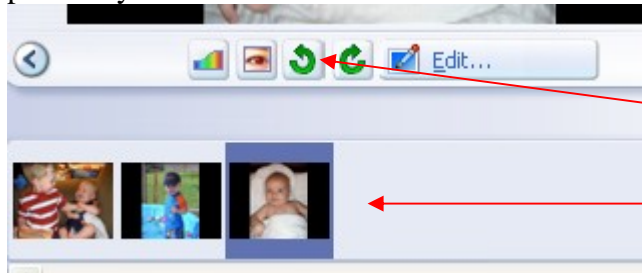
1. Double-click the PhotoStory icon on your desktop (Note: If you do not have PhotoStory installed on your computer, ask your campus ITS to install it for you. Windows Media Player 10 or higher and Direct X have to be installed before PhotoStory can be installed).



2. On the Welcome screen, leave the first option selected if you are creating a new story, or select the second option if you need to edit a story that you have already started. Then click the **Next** button.



3. On the “Import and Arrange Your Pictures” screen, start by clicking the “**Import Pictures...**” button. Navigate to wherever your pictures for the story are saved (e.g. your folder on the network or on your hard drive). You can select one picture at a time, or you can select/highlight multiple pictures at one time by holding down the “Ctrl” button your keyboard while you click on the pictures you want to include. Click the **OK** button to import your selected pictures.



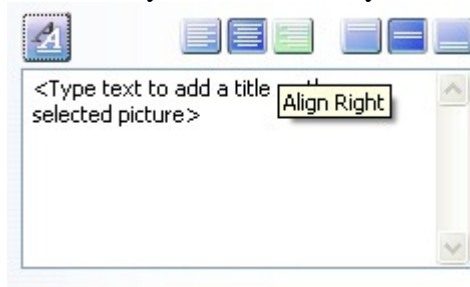
Red-Eye, Rotation, and other editing options

Arrange your pictures by dragging them here

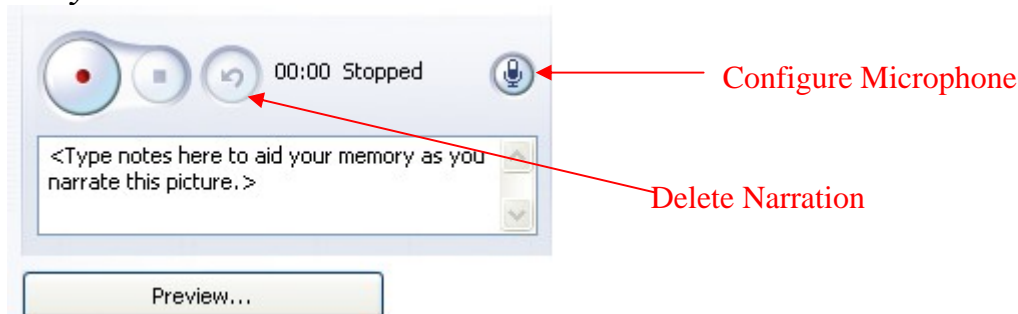
After you have imported your pictures, you can use this screen to:

Arrange the order of the pictures, correct red-eye, rotate pictures, crop pictures, delete pictures, and use advanced picture editing options such as black-and-white and sepia.

4. This is a good time to save your project by clicking the **“Save Project...”** button. Give your project a name, navigate to a location where you can find it, and click the **Save** button. Click on the **Next** button to continue to the next screen.
5. The “Add a title to your pictures” screen lets you do just that. Select the picture you want to add a title to by clicking on it, and then use the textbox provided to type the text you want to appear on that picture (Note: This is meant for a title of a few words, not a paragraph of information). Use the buttons above the text box to edit your font (e.g. size, font, and color), and align your title horizontally and/or vertically. Click the **Next** button when you are done with all of your titles.



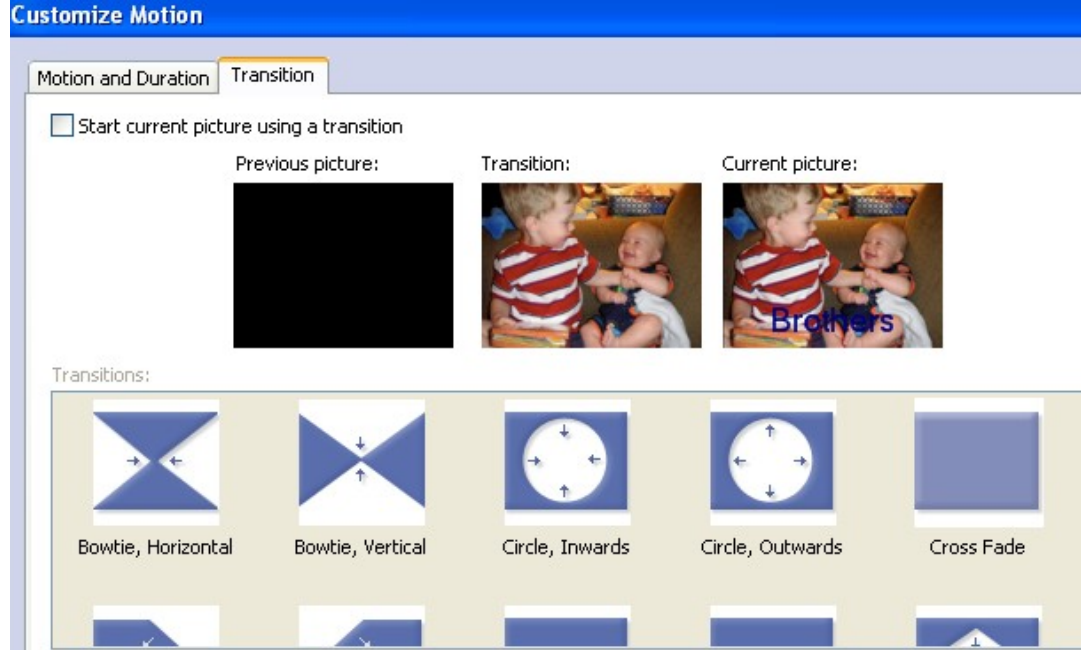
6. To add voice narration to a picture, first select the picture that you want to add the narration to. You can type in the script for the narration into the textbox provided, but it is not necessary. Click the **“Record Narration”** button, recite your narration into the microphone, and then click the **“Stop Recording”** button when you are done (Note: I highly recommend that you invest in a higher quality computer microphone to get good sound quality...they only cost about \$10). You can then use the **Preview** button to listen to your narration. If you are satisfied with your narration just click on the next picture and repeat the steps. *If you are not satisfied, you need to click the “Delete Narration” button before you rerecord, otherwise it will combine your bad narration with your new one.*



There is also a microphone button on this screen that helps you configure your microphone and sound settings.

7. It is recommended that you save your project on every screen using the **“Save Project”** button to make sure you do not lose any of your work. Unlike Microsoft Word where there is a “Save” and a “Save As” button, PhotoStory’s “Save Project” button always acts as “Save As” button. So when click it, it always gives you the opportunity to change the name and/or location of the project. Simply just click the **“Save”** button again and answer **“Yes”** when it asks you if you want to replace the existing one.

8. Also on this screen, you can change the custom motion (animation) that takes place during each picture. To edit the motion of a picture, first select a picture and then click the **“Custom Motion”** button, and finally click on the tab titled **“Transition”**.



There is already a custom motion that is the default setting for every picture. You can select a different motion by selecting it, **OR you can remove it by unchecking the box next to “Start current picture using a transition.”** When you are done, click the **Save** button and then the **Close** button. When you are done with custom motions, click on the **Next** button to continue to the next screen.

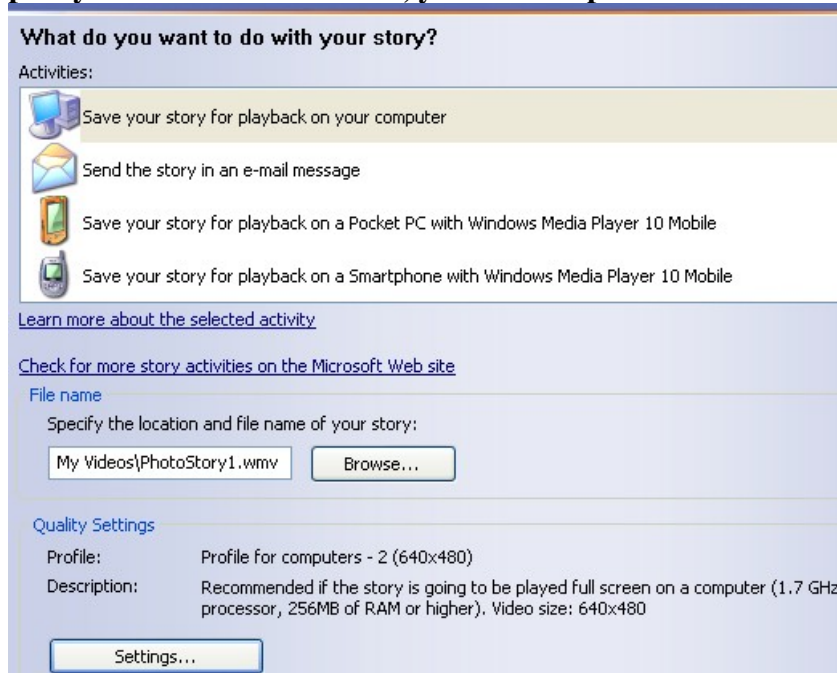
9. On the “Add background music” screen, you can add your own music, or you can use some of the license free music that is built into PhotoStory. To use your own music, click the **“Select Music”** button and navigate to where your music is located (Note: It must be in WMA, MP3, or WAV format). To use the music built into PhotoStory, click the **“Create Music”** button, select a genre, style, etc., and then click **OK**.



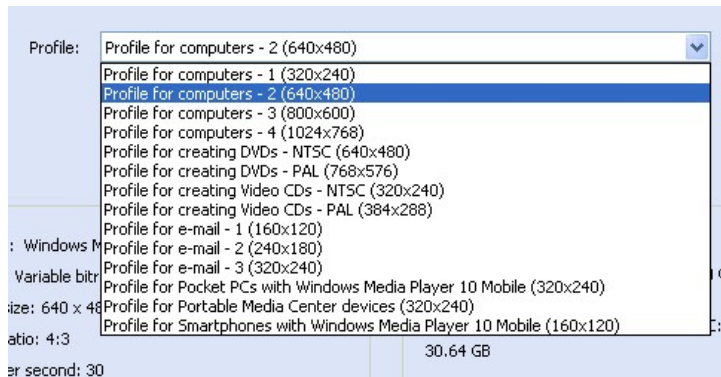
Either way, make sure you use the volume control to make sure the background music does not overpower your narration. Click the **Next** button to continue to the next screen.

10. On the “Save your story” screen, leave the first option selected in the Activities box, which reads “Save your story for playback on your computer.” Next click the “**Browse**” button to tell PhotoStory where to save your story and what to name it.

*****This is not a repeat of the saves that you have done up until this point. It is important that you distinguish between saving the PROJECT (which has a file extension of WP3) and saving/creating your final product or STORY (which has a extension of WMV). The project file can be edited in PhotoStory, and only you need to have access to it. The final product/story is a movie file which cannot be edited, only watched. When you are ready to post your movie to a web site, you want to post the movie/story file, not the project file.**



11. Also on the “Save your story” screen, you need to click the “Settings” button determine the size of the movie that you are going to make. If you are going to only show this from your computer, or burn it to a CD, you should use the “Profile for computers” 3 or 4 (640x480 or 1024x768) which will create a higher quality movie that fills up the screen, but takes up a lot of memory. If you are going to post it to a web site, use the first profile (320x240 resolution) which will create a smaller file.



12. Click the **Next** button and wait while your story/movie is generated. Save your project one last time, then you can view your final story or exit the program.